

TITLE I
GENERAL DEPARTMENTAL PROCEDURES

CHAPTER 1
DEPARTMENTAL ORGANIZATION AND PROCEDURES

[Prior to 3/20/91, Corrections Department[291]]

201—1.1(904) Title I definitions.

“*Department*” means the department of corrections.

“*Deputy director*” means the administrator who is appointed by the director and is responsible for an operational division within the department of corrections. The five operational divisions are administration, eastern operations, western operations, offender services and prison industries.

“*Director*” means the director of the department of corrections.

“*Plan of compliance*” means a schedule of action to be followed in correcting statute or rule deficiencies cited by the department of corrections.

“*Public official*” means any officer of the federal government, any state or a political subdivision thereof, receiving a salary or per diem, if elected or appointed or whether serving full-time or part-time.

201—1.2(904) Mission and function. The department of corrections is mandated by Iowa Code chapter 904 and consists of a policy board, a director and five operational divisions.

The mission of the department of corrections is to protect the public, the employees, and the offenders.

The department is charged with the operation of the state’s penal institutions, judicial district department of corrections programs, prison industries, corrections administration, and contracting with the judicial district departments of correctional services for community correctional services. It is further charged with accreditation and funding of community-based corrections programs, including but not limited to pretrial release, presentence investigation, probation, parole, residential facilities, work release centers and other duties provided for by law.

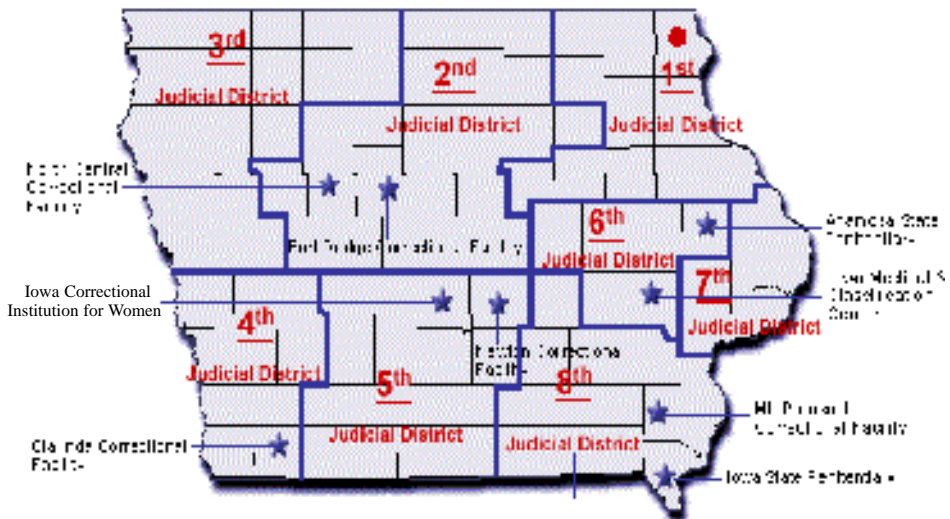
201—1.3(904) Offices.

1.3(1) Central office. The central office for the department of corrections is located in the Jessie Parker State Office Building in the Capitol Complex in Des Moines. Its mailing address is the Department of Corrections, Jessie Parker State Office Building, 510 E. 12th Street, Des Moines, Iowa 50319; telephone (515)725-5701. Office hours are 8 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

1.3(2) Division offices. The central offices of the divisions of the department are also located in the Jessie Parker State Office Building.

1.3(3) Contact information. Contact information for correctional institutions and judicial district departments of correctional services and other offices located outside the principal headquarters is listed below and may also be found on the department's Web site, which is listed in rule 1.4(904). The following map provides a general overview of judicial district department of correctional services and correctional institution locations.

Department of Corrections Institutions
and
Judicial District Departments of Correctional Services



Anamosa State Penitentiary
406 North High Street, Box 10
Anamosa, IA 52205
(319)462-3504
(319)462-4962 Fax

Iowa Medical and Classification Center
Box A - Highway 965
Oakdale, IA 52319
(319)626-2391
(319)626-2141 Fax

Mt. Pleasant Correctional Facility
1200 East Washington
Mt. Pleasant, IA 52641
(319)385-9511
(319)385-8828 Fax

Iowa State Penitentiary
3 John Bennett Drive, Box 316
Fort Madison, IA 52627
(319)372-5432
(319)372-6967 Fax

Newton Correctional Facility
307 S. 60th Avenue W, P.O. Box 218
Newton, IA 50208
(641)792-7552
(641)791-1683 Fax

Fort Dodge Correctional Facility
1550 L Street
Fort Dodge, IA 50501-5767
(515)574-4700
(515)574-4707 Fax

North Central Correctional Facility
313 Lanedale
Rockwell City, IA 50579
(712)297-7521
(712)297-7875 Fax

Iowa Correctional Institution for Women
300 Elm Ave. SW, P.O. Box 700
Mitchellville, IA 50169
(515)967-4236
(515)967-5347 Fax

Clarinda Correctional Facility
2000 N. 16th Street, Box 1338
Clarinda, IA 51362
(712)542-5634/5635
(712)542-4844 Fax

First Judicial District, DCS
314 East Sixth Street, P.O. Box 4030
Waterloo, IA 50704-4030
(319)236-9626
(319)291-3947 Fax

Second Judicial District, DCS
510 Fifth Street, P.O. Box 623
Ames, IA 50010-0623
(515)232-1511
(515)232-9453 Fax

Third Judicial District, DCS
515 Water Street
Sioux City, IA 51103
(712)252-0590
(712)252-0634 Fax

Fourth Judicial District, DCS
801 South Tenth Street
Council Bluffs, IA 51501
(712)325-4943
(712)325-0312 Fax

Fifth Judicial District, DCS
604 Locust Street, Equitable Bldg., Suite 317
Des Moines, IA 50309
(515)280-4220
(515)280-4259 Fax

Sixth Judicial District, DCS
951 29th Ave. SW
Cedar Rapids, IA 52404
(319)398-3675
(319)398-3684 Fax

Seventh Judicial District, DCS
605 Main Street
Davenport, IA 52803-5244
(563)322-7986
(563)324-2063 Fax

Eighth Judicial District, DCS
1805 West Jefferson, P.O. Box 1060
Fairfield, IA 52556-1060
(641)472-4242
(641)472-9966 Fax

201—1.4(904) Internet Web site. The department's Internet home page is located at <http://www.doc.state.ia.us>.

201—1.5(904) Method by which and location where the public may obtain information or make submissions or reports.

1.5(1) Persons wishing to obtain information from or report information to the department may contact any of the offices listed in rule 1.3(904) or found on the department's Web site.

1.5(2) Persons wishing to make submissions to the department may do so by delivering or forwarding information to the principal offices of the affected division or, if the subject matter is relevant to a specific prison or judicial district department of correctional services, the nearest office as listed in rule 1.3(904) or found on the department's Web site.

201—1.6(904) Board of corrections. The director of the department has, by statute, the advice and counsel of the board of corrections. This seven-member board is appointed by the governor with confirmation by the senate, and its powers and duties are policymaking and advisory with respect to the services and programs operated by the department.

1.6(1) A quorum shall consist of two-thirds of the membership appointed and qualified to vote.

1.6(2) When a quorum is present, a position is carried by a majority of the qualified members of the board.

1.6(3) Copies of administrative rules and other materials considered are made a part of the minutes by reference.

1.6(4) Copies of the minutes are kept on file in the director's office.

1.6(5) At each meeting the board shall set the date and location of the next meeting.

a. Notice of the meetings shall be given pursuant to Iowa Code chapter 21.

b. When it is determined by the chairperson of the board that an emergency meeting is required, the communications media shall be notified as far in advance of the meeting as time allows. The nature of the emergency shall be stated in the minutes.

c. Persons wishing to appear before the board shall submit their request to the department office not less than ten days prior to the meeting. Presentations may be made at the discretion of the chairperson and only upon matters appearing on the agenda.

d. Persons wishing to submit written material should do so at least ten days in advance of the scheduled meeting to ensure that board members have adequate time to receive and evaluate the material.

1.6(6) In cases not covered by these rules, Robert's Rules of Order shall govern.

1.6(7) The chairperson may appoint committees of the board as necessary to conduct the business of the board. Committee meetings shall comply with Iowa Code chapter 21.

1.6(8) The board shall:

a. Oversee the work of the department and, for this purpose, it shall have access at any time to all books, papers, documents and records of the department.

b. Report to the governor and the general assembly recommendations regarding the activities of the department when necessary.

201—1.7(904) Director. The governor appoints the director of the department of corrections. The director is responsible for the daily administration of the department. The operations are performed by five divisions consisting of eastern operations, western operations, administration, prison industries, and offender services. The deputy directors of these divisions report to the director of the department.

In addition to the deputy directors, the general counsel/inspector general, the director of media and public relations, and the director of training and professional development report to the director of the department.

1.7(1) The appointment and qualifications of the director are mandated in Iowa Code section 904.107.

1.7(2) Duties of the director are prescribed in Iowa Code section 904.108.

1.7(3) The director shall have the authority to place on notice intended administrative action pursuant to Iowa Code chapter 17A by approval of the board of corrections. A report listing all rules placed under notice during the previous month shall be submitted to the board of corrections at its regular meeting for review. The board of corrections shall review and shall adopt rules following the period of public comment.

201—1.8(904) Organization of the department.

1.8(1) The two regional deputy directors are responsible for the following institutions and facilities and for liaison with the following judicial district departments of correctional services, which are generally described herein. These descriptions are in no way binding on the director's authority to transfer offenders between institutions.

a. Regional deputy director for eastern operations:

(1) The Iowa state penitentiary, Fort Madison.

1. John Bennett facility, Fort Madison.

2. Prison farms, Fort Madison.

3. Clinical care unit, which is a special needs unit.

(2) The Anamosa state penitentiary, Anamosa.

1. Luster Heights camp, Harpers Ferry, which is a conservation commission camp administered by the Anamosa state penitentiary at Anamosa.

2. Reserved.

- (3) The Iowa medical and classification center, Oakdale.
- (4) Mount Pleasant correctional facility, Mount Pleasant.
- (5) The first judicial district department of correctional services.
- (6) The sixth judicial district department of correctional services.
- (7) The seventh judicial district department of correctional services.
- (8) The eighth judicial district department of correctional services.

b. Regional deputy director for western operations:

- (1) The Iowa correctional institution for women at Mitchellville.
- (2) The Clarinda correctional facility, Clarinda.
- (3) The north central correctional facility, Rockwell City.
- (4) The Newton correctional facility, Newton.
- (5) The correctional release center, Newton.
- (6) The Fort Dodge correctional facility, Fort Dodge.
- (7) The second judicial district department of correctional services.
- (8) The third judicial district department of correctional services.
- (9) The fourth judicial district department of correctional services.
- (10) The fifth judicial district department of correctional services.

1.8(2) The two regional deputy directors:

a. Shall be responsible for the following service areas:

(1) Contracting with the eight judicial district departments of correctional services for work release centers.

(2) Contracting with the eight judicial district departments of correctional services for parole services.

(3) Providing coordinated placement of work releasees and parolees with the district departments upon order of the Iowa board of parole.

b. Shall further provide assistance and support to the judicial district departments of correctional services and for periodic review and accreditation of these programs. The following services shall be provided in addition to parole and work release:

- (1) Pretrial interviews.
- (2) Pretrial supervision.
- (3) Presentence investigation.
- (4) Probation.
- (5) Residential services.
- (6) Community service sentencing.
- (7) OWI facilities.

1.8(3) The deputy director for the division of administration shall be responsible for the following:

- a.* Budget development and control.
- b.* Personnel.
- c.* Accountable government oversight.
- d.* Planning and development.
- e.* General administrative support.
- f.* Fiscal policy and procedures.
- g.* Engineering.
- h.* Data processing.

1.8(4) The deputy director for prison industries shall be responsible for the following:

a. The manufacturing/service/purchasing operations.

b. The activities and programs of the sales manager and territorial sales staff of Iowa prison industries.

c. The budget, income and expense forecasts and financial record keeping/reporting required to operate Iowa prison industries as a self-supporting activity.

- d.* Private sector employment.
- e.* Farms.
- f.* Centralized canteen.
- g.* State and federal surplus.

1.8(5) The deputy director for offender services shall be responsible for the following services within the department of corrections and for providing assistance to the judicial district departments of correctional services:

- a.* Offender classification.
- b.* Interstate compact administration.
- c.* Offender records.
- d.* Offender transfers.
- e.* Program development.
- f.* Substance abuse treatment services.
- g.* Cognitive learning.
- h.* Batterers' education programs.
- i.* Sex offender treatment.
- j.* Offender education programs.
- k.* Offender preemployment programs.

1.8(6) The general counsel/inspector general shall be responsible for the following:

- a.* Legal services.
- b.* Coordination of court orders.
- c.* Investigations.
- d.* EEO/AA.
- e.* Administrative law judges.
- f.* Jail inspections.
- g.* Policy.

1.8(7) The director of media and public relations shall be responsible for the following:

- a.* Providing public information to constituency groups and the media.
- b.* Facilitating internal communications in the department.
- c.* Supervising the office of victims and restorative justice.

1.8(8) The director of training and professional development shall be responsible for the following:

- a.* Comprehensive oversight of the development, implementation and review of the department's agencywide staff development training.
- b.* Training policies/plans including implementation, curriculum approval, program/policy audit, and evaluation.

These rules are intended to implement Iowa Code sections 904.101 to 904.108.

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CHAPTERS 2 and 3

Reserved